



**DEPARTMENT OF THE ARMY**  
**US ARMY GARRISON CAMP PARKS**  
**BUILDING 790 5TH STREET**  
**CAMP PARKS, CA 94568-5201**

IMWE-CST-PZA

19 June 2009

MEMORANDUM FOR ALL US Army Garrison Camp Parks Personnel

SUBJECT: Camp Parks Policy #3 Commander's Open Door Policy

1. REFERENCE: AR 600-20, Army Command Policy, 13 May 2002.
2. PURPOSE. To provide guidance to civilian and military personnel assigned to or under the command of the Camp Parks Commander.
3. APPLICABILITY. These procedures are applicable to civilian and military personnel assigned to and under the operational control of the Camp Parks Commander.
4. POLICY.
  - a. All Soldiers, employees, supervisors, and management officials have the opportunity to voice their concerns to their chain of command. It is my belief that leaders should make themselves accessible and are receptive to the concerns of their subordinates. My door is open to anyone.
  - b. Before seeking to use the Open Door Policy, I encourage you to surface the issue with your chain of command utilizing grievance, appeal, and complaint procedures. I understand when an issue is of a sensitive nature: you may feel compelled to seek my immediate assistance. If this is the case, I will not turn you away if you utilize the Open Door Policy first.
  - c. I do ask that you advise your immediate supervisor if you plan to see me or have seen me under the provisions of this policy. You are not required to reveal the nature of your problem or the context of our discussion with your supervisor. You may make an appointment to see me by contacting the Deputy to the Garrison Commander at (925) 875-4650.
5. PROPONENT. The proponent for this policy is office of the Garrison Commander at (925) 875-4650.

  
MICHAEL P. FRIEND  
LTC, AG  
Commanding